

DEPARTMENT OF EMPLOYMENT AND ECONOMIC DEVELOPMENT

Workforce Development

Resource Guide



TABLE OF CONTENTS

RESOURCES CareerOneStop Minnesota Talent Network Minnesota Works.net Minnesota WorkForce Centers.	2
FOR ADULTS Dislocated Worker Program. Displaced Homemaker Program. Ex-Offender Program. Minnesota Family Investment Program (MFIP) Migrant and Seasonal Farmworkers Program Pathways to Prosperity Program Senior Community Service Employment Program State Services for the Blind Supplemental Nutrition Assistance Program (SNAP) Trade Adjustment Assistance Program Unemployment Insurance (UI) Vocational Rehabilitation Services Workforce Innovation and Opportunity Act Adult Program.	69101213141516
FOR DUCINESSES	
FOR BUSINESSES Business Services Representatives Dual Training Competency Grants Federal Bonding Program Foreign Labor Certification Program Job Training Incentive Program Labor Market Data Minnesota Job Skills Partnership (MJSP). Rapid Response. Work Opportunity Tax Credit Program.	20 21 22 23 24 25 26
Business Services Representatives Dual Training Competency Grants Federal Bonding Program Foreign Labor Certification Program Job Training Incentive Program Labor Market Data Minnesota Job Skills Partnership (MJSP). Rapid Response.	20 21 22 23 24 25 26
Business Services Representatives Dual Training Competency Grants Federal Bonding Program Foreign Labor Certification Program Job Training Incentive Program Labor Market Data Minnesota Job Skills Partnership (MJSP) Rapid Response Work Opportunity Tax Credit Program	20 21 22 24 25 26 27 29 31 32 33 34

WORKFORCE PARTNERS......36

Workforce Development Resources



CareerOneStop

CareerOneStop is the U.S. Department of Labor's flagship career, training, and jobs website.

CareerOneStop.org offers tools, resources, and information to help users explore careers, make education and training decisions, search for jobs locally or nationally, and locate local assistance including their closest WorkForce Center. Other tools include a local training finder, a resume guide, a salary finder, occupation and industry profiles with local and national labor market information and more (including mobile apps). All CareerOneStop resources are free.

CareerOneStop also provides specialty resources for:

- Employers <u>www.careeronestop.org/business</u>
- Laid-off workers and other career changers <u>www.careeronestop.org/reemployment</u> and <u>www.myskillsmyfuture.org</u>
- Education and training seekers <u>www.careeronestop.org/credentials</u>
- Returning veterans www.careeronestop.org/reemployment/veterans
- Workers with criminal records <u>www.careeronestop.org/exoffender</u>
- Students, career professionals, workers with disabilities, older workers and others

Eligibility

Anyone with Internet access can use CareerOneStop.

For more information

www.careeronestop.org

Minnesota Talent Network —

This initiative is currently in beta test mode

Minnesota Talent Network is an online community associated with the state job bank, MinnesotaWorks. net, which enables job seekers and employers to learn more about one another to better understand job fit. MinnesotaTalentNetwork.org contains all jobs listed on MinnesotaWorks.net and offers job seekers easy sign-up and profile creation via their social media profiles on LinkedIn. Facebook. and Google.

Employers create their own branded minisites and can use real-time video interviewing, questionnaires, webinars, online job fairs, email campaigns, and blogging to find the talent they need. Job seekers can follow employers, comment on posts, and socially share jobs they find as well as uploading introductory videos to help demonstrate their skills.

Minnesota Talent Network features include:

- Resume parsing and file upload
- Find certifications to add to your profile
- Connect with employers, job seekers, economic developers, industry associations and WorkForce Centers
- Comment on blog posts or share on social media
- Flexible job and candidate search

Eligibility

Employers may subscribe to use the network and job seekers with Internet access and an email account can use Minnesota Talent Network.

For more information

MinnesotaTalentNetwork.org

MinnesotaWorks.net

MinnesotaWorks.net is the largest employment database in Minnesota and is a free website for both employers and job seekers. On this website, employers can post job openings and job seekers can submit their resumes to open positions. Job seekers can post up to five resumes for employers to search.

For more information

www.minnesotaworks.net

Minnesota WorkForce Centers

Minnesota WorkForce Centers are federally mandated 'career one-stops' that provide an array of employment-related services via 48 locations throughout the state and online at DEED's website. DEED's WorkForce Center staff assist job seekers with online job searches (including career exploration), resume and interview advice and tools, job networking and use of the job bank. They also work with businesses to find and, if necessary, train workers.

Any Minnesotan looking for employment or exploring and planning their career is eligible for WorkForce Center services. Any business seeking workers is also eligible. Eligibility-based programs that may provide tuition assistance for training, one-on-one employment counseling, financial support and other services are also available.

For more information

mn.gov/deed/job-seekers/workforce-centers/

Workforce Development For Adults



Dislocated Worker Program

The program mitigates the negative impact of layoffs on employees, businesses and communities. It assists laid-off workers in returning to work with comparable wages and benefits, and connects employers with skilled staff.

Participants can access career planning and counseling; job search and placement services; short-term training upon counselor approval; and support services for expenses such as family care and transportation upon counselor approval. Veterans and their spouses receive priority in the scope of the services for which they qualify.

Rapid Response

The Rapid Response team is the first responder when a business closes down or is planning to lay off workers. The team assesses the situation and informs affected workers of available services.

Eligibility

Only qualified counselors can make a final eligibility determination. Workers should inquire at a WorkForce Center if they:

- Have been laid off through no fault of their own;
- Have been working in the same industry for six months:
- Were living or working in Minnesota at the time of their job loss; and
- Are at least 18 years old.

For more information

mn.gov/deed/job-seekers/recently-unemployed/layoff/

Displaced Homemaker Program

The program provides pre-employment services that empower participants to enter or re-enter the labor market after having been homemakers.

Six vendors provide program services to more than 51 counties statewide. Services help participants build confidence, identify skills and seek training or employment. These include workshops, support groups and networking, one-to-one personal or vocational counseling, job-seeking and job-keeping methods, leadership development, decision-making skills development and assistance with developing an action plan.

Other services may include referral for remedial education, childcare, legal assistance, transportation, work-tool expenses and other support services.

Eligibility

Eligibility is based on income guidelines per a federal formula. Women and men who have worked in the home for a minimum of two years caring for home and family but must now support themselves and their families due to separation, divorce, death or disability of a spouse or partner or other loss of financial support, are eligible.

For more information

mn.gov/deed/job-seekers/find-a-job/targeted-services/ homemakers.jsp

Ex-Offenders

The New Leaf workshop is designed specifically for job seekers who must address a criminal record in their job search process and who are having difficulty obtaining employment due to their criminal records. This workshop combines Creative Job Search and adds special strategies for addressing and overcoming barriers to employment, such as:

- How, why and when to disclose their record
- Addressing concerns from employers
- Answering tough interview questions
- Work Opportunity Tax Credit
- Federal Bonding programs
- "Ban the Box" issues.

New Leaf is run jointly by DEED and the Minnesota Department of Corrections, in coordination with many community partners.

For more information

Contact 651-642-0696

For veterans coming out of the corrections system, contact the Veterans Employment Program at 651-259-7557.

Minnesota Family Investment Program (MFIP)

MFIP is the state's welfare reform program for low income families and pregnant women. It provides them with income assistance while engaging in training and employment activities designed to enhance their employability and move them toward financial stability. In addition to training and employment opportunities, the program offers personal supports such as child care, transportation, clothing and other items necessary for participation.

Eligibility

Eligibility for MFIP is determined by contacting a local county human service office either in person, by phone or by accessing the website below. Persons are required to complete an application and eligibility is based on family composition and financial status.

For more information

mn.gov/dhs/people-we-serve/children-and-families/ economic-assistance/income/programs-and-services/ index.jsp

Migrant and Seasonal Farm Worker Program

The program provides migrant seasonal farmworkers with a full range of employment services and referrals to other community services.

Bilingual (English and Spanish) staff provide customers with job search assistance and placement, job counseling, training opportunities, and referrals to supportive services. Services are available at the WorkForce Centers in Faribault, Mankato, Rochester and Willmar.

Eligibility

Migrant and other seasonal employees who are engaged in farm work and are legally eligible to work in the U.S. and are of legal age to perform services for wages are eligible for services.

For more information

mn.gov/deed/job-seekers/find-a-job/targeted-services/ migrant-farm.jsp

Pathways to Prosperity Program

Pathways to Prosperity is a career pathway program that strengthens the development of increased career awareness, acquisition of basic skills education, participation in skills-training programs, and placement into positions in high growth, high demand industries capable of long-term employment at wages permitting family self-sufficiency. Pathways to Prosperity program providers utilize job-driven approaches to equip individuals with the skills, competencies, and credentials necessary to help them obtain in-demand jobs, increase earnings, and advance in their careers.

For more information

mn.gov/deed/programs-services/minnesota-fast-trac/index.jsp

Senior Community Service Employment Program

The program fosters economic self-sufficiency through community service activities for unemployed, low-income persons who are 55 years of age and older and have poor employment prospects.

Seniors in the program work in part-time jobs at senior citizen and day care centers, schools, and hospitals; fire-prevention programs; beautification, conservation, and restoration projects; and programs for people with disabilities. They also receive annual physical examinations, personal and job-related counseling, job training (if necessary) and placement into regular unsubsidized jobs (in some cases).

Five Workforce Service Areas, five community action agencies, three counties, two national sponsors, and one Native American tribe provide services.

Eligibility

Minnesotans who are 55+ years old and have an income less than 125 percent of the federal poverty level and who want or need additional income are eligible.

For more information

mn.gov/deed/job-seekers/find-a-job/targeted-services/ older-workers.jsp

State Services for the Blind

At State Services for the Blind we provide the tools, training and technology to help people who are blind, visually impaired, DeafBlind or experiencing vision loss to live independently and to prepare for, find and keep a job.

For more information:

mn.gov/deed/job-seekers/blind-visual-impaired/

Supplemental Nutrition Assistance Program (SNAP)

SNAP (formerly called Food Support or Food Stamps) helps people with low incomes meet their food needs. SNAP contains an employment and training component to assist recipients in gaining employment and training opportunities to enhance income stability.

Certain SNAP recipients are required to participate in employment and training programs where offered. Able bodied adults without dependents who are between the ages of 18-50 are limited in the amount of time they can received assistance unless they engage in work or work activities for 80 hours each month.

SNAP Employment and Training offers limited supports to assist participants with transportation and other personal training requirements to assist in program completion.

Eligibility

Eligibility is determined after an application for assistance is completed and reviewed at local county human service offices.

For more information

mn.gov/dhs/people-we-serve/children-and-families/ economic-assistance/food-nutrition/

Trade Adjustment Assistance Program

The program assists laid-off workers who lose their jobs, hours or income as a result of increased foreign trade activity in returning to the workforce as quickly as possible.

Participants receive financial help with work searches, relocation, job training, and weekly cash benefits.

There are two major components of this program:
Trade Readjustment Assistance (TRA), which are
special extensions to unemployment insurance; and
Trade Adjustment Assistance (TAA), which includes
reimbursement of training costs, job search allowances,
relocation allowances and similar costs

Eligibility

The program is available to workers who lose their jobs, hours or income as a result of increased foreign trade activity.

For more information

mn.gov/deed/job-seekers/recently-unemployed/layoff/ taa.jsp

Unemployment Insurance (UI)

UI benefits provide a temporary partial wage replacement to workers who become unemployed through no fault of their own.

For more information

www.uimn.org/uimn

Vocational Rehabilitation Services

With the right training, preparation and workplace accommodations, people with disabilities can have rewarding careers. Our Vocational Rehabilitation Services unit can help you prepare for, find and keep a job, and live as independently as possible.

For more information:

mn.gov/deed/job-seekers/disabilities/

Workforce Innovation and Opportunity Act Adult Program

This program provides employment and training assistance to adults to increase their employment retention, earnings, and occupational skill attainment. Services are linked directly to a locally in-demand industry or occupation.

Services include a preliminary assessment of skill levels, support services, occupational or on-the-job training, job search and placement assistance and career counseling. The program also provides resource libraries with access to employment-related services such as current job vacancies, local education and training service providers and labor market information.

Eligibility

Adults seeking greater participation in the labor force are eligible. The program prioritizes individuals who receive public assistance, individuals living with low incomes and veterans.

For more information

mn.gov/deed/jobseeker

FOR ADULTS

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For Businesses



Business Services Representatives

DEED's business services representatives help companies tackle some of their most difficult workforce problems, offering solutions tailored to meet specific business needs.

Business services representatives (BSRs) connect employers to hiring resources such as MinnesotaWorks. net and Minnesota Talent Network, career fairs, skills assessments, tax credits and labor market information. BSRs can offer customized recruitment and retention strategies and help make connections to training providers. They can also provide referrals to local, regional, and national resources, and they provide business retention and layoff aversion services in coordination with the Dislocated Worker Rapid Response team.

Eligibility

BSRs are available statewide at no cost to employers.

Submit an inquiry form at apps.deed.state.mn.us/survey/bsscontact.shtml or visit your nearest WorkForce Center

For more information

mn.gov/deed/business/help/workforce-assistance/business-services-reps.jsp

Dual Training Competency Grants

The Dual Training Program is a collaborative of the Minnesota Department of Labor and Industry (DLI), The Office of Higher Education (OHE) and DEED. The Program will provide grants to employers or organizations representing the employer to train employees in achieving the competency standard for an occupation identified by the Commissioner of DLI.

Dual training intends to build on the PIPELINE Project at DLI which convened four industry councils with representatives from higher education, industry, labor and employers. The councils develop competency standards and identify models Minnesota's education providers can use to develop the training needed to meet the competency standards. To date, the four industries councils include advanced manufacturing, information technology, agriculture and healthcare services.

Eligibility

Employers or organizations representing employers to train employees in a competency standard identified by the DLI. The maximum grant is \$150,000 per application based on a maximum of \$6,000 per trainee. Matching funds may be required.

More information:

www.doli.state.mn.us/Pipeline.asp

Federal Bonding Program

This no-cost employee insurance protects employers against employee theft of money or property.

The Minnesota Federal Bonding Service provides individual Fidelity Bonds for new or current employees who may be denied coverage by commercial bond carriers. Some reasons for denial include workers who: have a record of arrest, conviction, or imprisonment; are economically disadvantaged youth or young adults; have a history of alcohol or drug abuse; have poor credit history; are welfare recipients; have a dishonorable military discharge; lack employment history; or are unable to secure employment without being bonded.

Eligibility

The job must be full- or part-time work for which wages are paid with federal taxes automatically deducted from the paycheck. Self-employment is not covered.

The Fidelity Bond is six months. If the employer makes no claim during that period, Travelers Property Casualty will make a standard commercial policy available for purchase.

To apply

Employers should contact:

Minnesota Federal Bonding Coordinator

Phone: 651-259-7521 Toll Free: 888-234-5521 TTY: 651-296-3900

For more information

mn.gov/deed/business/finding-workers/incentives/federal-bonding.isp

Foreign Labor Certification Program

The program allows U.S. employers to hire foreign workers — on a temporary or permanent basis — to fill jobs essential to the U.S. economy.

The U.S. Department of Labor determines whether to issue temporary labor certifications to employers interested in hiring temporary foreign workers. Acting as an agent of the U.S. Department of Labor, DEED conducts inspections of the required employer-provided, no-cost worker housing; enters employer job orders to recruit workers and refers qualified applications; and conducts prevailing wage and prevailing practice surveys for various occupations.

Eligibility

Minnesota agricultural employers who anticipate a shortage of U.S. workers and are interested in hiring temporary or seasonal foreign workers under the H-2A agricultural occupation visa program; and nonagricultural employers who anticipate a shortage of U.S. workers and interested in hiring temporary or seasonal workers under the H-2B non-agricultural occupation visa program are eligible to apply.

Interested employers should file an application at the U.S. Department of Labor website: www.foreignlaborcert.doleta.gov/howdoi.cfm

For more information

deed.foreignlabor@state.mn.us

mn.gov/deed/business/finding-workers/hiring-foreign/index.jsp

Job Training Incentive Program

This program provides grants to new or expanding businesses for the purpose of training new workers as quickly and efficiently as possible. The program is available to businesses located in Greater Minnesota. Grant funds may be used for direct training costs for training provided in-house; by institutions of higher education; by federal, state, or local agencies; or private training or educational providers.

Eligibility

The business must be located in Greater Minnesota and must be increasing its Minnesota workforce by at least 10 percent, with a minimum of three new jobs. The new jobs must pay wages at least equal to the median hourly wage for the county in which the jobs are located, plus benefits. The new jobs must also provide at least 32 hours of work per week for a minimum of nine months per year. The business must be able to demonstrate that its training needs cannot be met through a Minnesota Job Skills Partnership grant. Businesses in retail, health clinics, lobbying, gambling, sports facilities and hospitality services industries are not eligible. Additional eligibility and project requirements apply.

For more information

mn.gov/deed/business/financing-business/mjsp/ training-grants/index.jsp

Labor Market Data

Labor market data and data tools generated from DEED's Labor Market Information Office provide a comprehensive look at Minnesota's economy and workforce. Publications, including Minnesota Trends and Minnesota Employment Review are available both online and in print. Six regional newsletters (Local Look) cover unemployment statistics, occupations in demand and workforce insights. The LMI Office also provides quarterly and annual export and trade statistics and research and analysis of key industries and sectors. Data tools allow online users to take a close-in look at the data relating to employment, unemployment, wages and occupations, and regional and state comparisons.

LMI economists and analysts deliver in-person presentations and are available to answer questions by emailing deed.lmi@state.mn.us or calling the helpline at 651-259-7384 or toll free at 888-234-1114.

For more information

mn.gov/deed/data/

Minnesota Job Skills Partnership (MJSP)

The MJSP program works with businesses and educational institutions to train or retrain workers, expand work opportunities and keep high-quality jobs in the state. The goal is to target short-term training for full-time employment in the growth sectors of the state's economy. MJSP offers grants through a variety of programs to offset training-related expenses incurred by business, industry and educational institutions to meet current and future workforce needs.

The main grant option, the Partnership Program, provides training for new workers and existing employees of participating businesses. Other training options include the Pathways Program and the Low-Income Worker Training Program. In addition to its flagship program, MJSP offers assistance to businesses for training low-income individuals.

Eligibility

Training projects pair at least one public or private accredited Minnesota educational institution and one business, with the exception of the Low-Income Worker Training Program option. That program provides grants to Minnesota public, private or nonprofit entities that provide employment services to low-income individuals. Additional eligibility and project requirements apply.

For more information

mn.gov/deed/business/financing-business/mjsp/

Rapid Response

The Rapid Response team is the first responder when a business closes down or is planning to lay off workers. The team assesses the situation and informs affected workers of available services.

The Dislocated Worker Program mitigates the negative impact of layoffs on employees, businesses and communities. It assists laid-off workers in returning to work with comparable wages and benefits, and connects employers with skilled staff.

Participants can access career planning and counseling; job search and placement services; short-term training upon counselor approval; and support services for expenses such as family care and transportation upon counselor approval. Veterans and their spouses receive priority in the scope of the services for which they qualify.

For more information

mn.gov/deed/job-seekers/recently-unemployed/layoff/

Work Opportunity Tax Credit Program

The Work Opportunity Tax Credit (WOTC) is a federal tax credit for hiring individuals from certain target groups. The tax credit applies to temporary, seasonal, part-time and full-time workers.

WOTC helps targeted workers move from economic dependency into self-sufficiency, while participating employers are able to reduce their income tax liability. DEED certifies employer applications.

Targeted job seekers include recipients of the Minnesota Family Investment Program (MFIP); recipients of the Supplemental Nutrition Assistance Program (SNAP) who are between the ages of 18 and 40, or who are veterans; disabled veterans; unemployed veterans; exfelons; people living in an Empowerment Zone or Rural Renewal County who are between the ages of 18 and 40; Vocational Rehabilitation recipients; and Supplemental Security Income recipients.

To apply

To claim the tax credit employers must complete and electronically submit two forms (IRS Form 8850 and ETA Form 9061) via an online-automated application system. To access the application system, contact the WOTC Unit at 651-259-7507 or at deed.wotc@state.mn.us

For more information

mn.gov/deed/business/finding-workers/incentives/ wotc.jsp

FOR BUSINESSES

For Veterans



Minnesota Veterans Employment Services

The program provides employment and training services to any U.S. military veteran with significant barriers to employment. Staff also assist businesses in recruiting and hiring veterans.

Disabled Veteran Outreach Program (DVOP) staff work one-on-one with veterans experiencing significant barriers to employment. They provide intensive services to eligible veterans and connect veterans with local resources and services. Using a case management model, DVOP staff can also provide career guidance, skills assessments and direct referrals to employers with open positions.

Local Veterans Employment Representatives (LVER) staff work with businesses to develop or identify job opportunities for veterans; educate employers about the value veterans bring to a business; and provide information on resources available for recruiting, hiring, and training. They also provide information on tax credits and additional benefits of hiring eligible veterans.

Eligibility

Minnesota veterans — including the Minnesota National Guard and Reserves — who meet the state-statute definition of an 'eligible veteran' (Minnesota Statute 197.447) are eligible for services in all Minnesota WorkForce Centers. Veterans with significant barriers to employment may be referred to a DVOP specialist.

For more information

mn.gov/deed/job-seekers/veteran-services/ employment-services/index.jsp

FOR VETERANS

For Youth



Minnesota Youth Program

The Minnesota Youth Program provides summer and year-round employment and training services to economically disadvantaged and at-risk youth, ages 14 to 21.

Through this program, youth are frequently placed in a work opportunity where they earn a paycheck and gain work experience and readiness skills; and where their work benefits local communities. Work readiness training is focused on attendance, punctuality, teamwork, communications skills, and problem solving, and is delivered in an interactive manner. Youth have hands-on opportunities to apply skills they learn in the classroom, including inquiry; technology; science, engineering, and math skills; decision-making and daily living; interaction with others; and positive attitudes and behaviors.

Services are available in all 87 counties.

Eligibility

Economically disadvantaged and at-risk youth ages 14 to 21 who are underrepresented in the workforce are eligible for this program.

For more information

mn.gov/deed/job-seekers/find-a-job/targeted-services/ youth-employment/mn-youth-program.jsp

Workforce Innovation and Opportunity Act Young Adult Program

The Workforce Innovation and Opportunity Act Young Adult Program provides employment and training services targeted primarily to out-of-school youth.

This program provides services including tutoring, study skills training, alternative secondary school services, and dropout prevention and recovery; financial literacy education; education offered concurrently with workforce preparation activities and training for a specific occupation; and activities to prepare youth for the transition to postsecondary education and training.

For more information and eligibility mn.gov/deed/programs-services/office-youthdevelopment/youth-programs/wioa-youth.jsp

Youth at Work Competitive Grant Program

The Minnesota Youth at Work Competitive Grant Program awards funds to youth-serving organizations with significant capacity and demonstrable youth development experience and outcomes to operate youth workforce development projects. Special consideration is given to project proposals which provide private sector internships and/or work experience in the private sector, provide students with information about education and training requirements for careers in high-growth indemand occupations, serve youth from communities of color who are under-represented in the workforce, and serve youth with disabilities. Grants were awarded to 22 organizations for State Fiscal Year 2016 and 2017.

Eligibility

The program targets youth age 14-24 who are under-represented in the workforce, economically disadvantaged, and/or have at least one at-risk characteristic.

For More Information

Information on the 22 projects funded for 2016 and 2017 is available at:

mn.gov/deed/programs-services/office-youth-development/index/grants/index.isp

Youthbuild

The program offers career pathways in construction and other in-demand industries for at-risk youth and young adults who have dropped out of school or experienced repeated failure in school.

This program provides industry-recognized credentials and pre-apprenticeship training in residential housing construction, contextual basic skills and work readiness soft skills, career exploration and counseling, mentoring and leadership development and support services.

Communities benefit from highly visible renovation and construction projects that expand affordable housing for low-income families.

Eligibility

Eligible youth include those ages 16 to 24 who are: high school dropouts or potential dropouts who are basic skills deficient, public-assistance recipients, involved in the juvenile or criminal justice system, teen parents, youth with disabilities or substance abuse issues, or homeless or foster youth.

For more information

mn.gov/deed/job-seekers/find-a-job/targeted-services/youth-employment/youthbuild.jsp

ADDITIONAL RESOURCES

The Minnesota Department of Human Services serves Minnesotans in all 87 counties and 11 tribes. The goal of DHS is to focus on outcomes to improve life situations, and to get people the short-term or longer-term assistance they need.

mn.gov/dhs/

The Minnesota Department of Commerce is responsible for seeing that Minnesota's laws to protect consumer interests and ensure uniform, fair rules in business are observed in the industries of banking, energy, insurance, real estate, securities, and telecommunications.

mn.gov/commerce/

The Minnesota Department of Labor and Industry administers the laws relating to workers' compensation, working conditions, wages and construction codes, licensing and apprenticeships.

www.doli.state.mn.us/

The mission of the **Minnesota Department of Human Rights** is to make Minnesota free from discrimination. mn.gov/mdhr/

WORKFORCE PARTNERS

The mission of the Minnesota Workforce Council Association (MWCA) to provide Minnesota with a skilled and competitive workforce through engaged and proactive local elected officials, workforce boards, and One-Stop partners.

The Minnesota Office of Higher Education (OHE) is a cabinet-level state agency providing students with financial aid programs and information to help them gain access to postsecondary education. The agency also serves as the state's clearinghouse for data, research and analysis on postsecondary enrollment, financial aid, finance and trends.

The mission of the Minnesota Department of Education (MDE) is to improve educational achievement by establishing clear standards, measuring performance, assisting educators and increasing opportunities for lifelong learning.

The Governor's Workforce Development Council (GWDC) is made up of leaders from business, education, labor, community organizations, and state and local governments, and forges practical solutions to Minnesota's workforce challenges and provides leadership on initiatives that are of strategic importance to the state. Its mission is to analyze and recommend workforce development policies to the governor and legislature toward talent development, resource alignment and system effectiveness to ensure a globally competitive workforce for Minnesota





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Workforce Development Division

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Upon request, this information can be made available in alternate formats
for individuals with disabilities by calling the number above.